

BOARD OF ASSISTED LIVING RESIDENCE ADMINISTRATORS
MINUTES OF MEETING
OPEN SESSION
February 25, 2010

The Open Session of the Board of Assisted Living Residence Administrators was called to order at 9:10 a.m. on the above date in Room 205, Rhode Island Department of Health, 3 Capitol Hill, Providence, Rhode Island, pursuant to the applicable provisions of the Open Meetings Law, so called, and other applicable sections of the General Laws of the State of Rhode Island as amended.

BOARD MEMBERS IN ATTENDANCE

Jean Costa
James Flanagan
Carol Hamel
Mark Lescault
Karen Peck

BOARD MEMBERS NOT IN ATTENDANCE

Catherine Davis
Helene Soucy

STAFF MEMBERS IN ATTENDANCE

Donna Valletta, Board Administrator

OTHERS IN ATTENDANCE

None

1. ESTABLISHMENT OF QUORUM

James Flanagan called the meeting to order at 9:10 a.m. A quorum was established at this time.

2. PRESENTATION OF MINUTES OF OPEN SESSION OF August 27, 2009

Mr. Flanagan presented the Minutes of the Open Session of August 27, 2009. On motion of Karen Peck, seconded by Jean Costa, it was unanimously voted to accept the minutes as presented.

3. BOARD ADMINISTRATOR'S REPORT

Donna Valletta distributed a copy of a letter from Stan Smith, President, Provider Management L.L.C. Education Services, and accompany correspondence, which described the organization's Assisted Living Certificate Program. The National Association of Long Term Care Administrator Boards (NAB) has approved the

curriculum for 50 Continuing Education Units and St. Joseph's College of Maine has approved the curriculum for 3 Academic Credits. The program is an online education program and contains a self-study manual.

The Board discussed the program and requests that the program specifically address the Rhode Island regulation requirements. The Board expressed concern that the curriculum does not appear to offer an opportunity for discussion. Upon receipt of additional information, the Board will review the program content for consideration.

Donna Valletta distributed a copy of the 2010 Board meetings, which are scheduled for June 10 and October 14, 2010.

4. ADJOURNMENT TO EXECUTIVE SESSION

On motion of James Flanagan, seconded by Jean Costa, it was unanimously voted to move into Executive Session pursuant to 42-46-4 and 42-46-5(1) of the Rhode Island General Laws for discussion of job performance, character, physical or mental health of applicants for licensure and licensees and for discussion of investigatory proceedings relating to misconduct by applicants licensure and licensees, and investigatory proceedings regarding allegations of civil or criminal misconduct. The Open Session adjourned at 9:34 a.m.

5. RETURN TO OPEN SESSION FOR PRESENTATION OF RECOMMENDATIONS

James Flanagan called the Open Session back to order.

The Board reviewed and voted to approve three Assisted Living Residence Administrator applicants, who applied by examination:

Joseph E. Conlon

Linda A. Martin

Marie L. Knapman

6. ANNOUNCEMENT

At this time, due to staffing and resource availability, revisions to the application form remain on hold. When the application form is revised, it will include a checklist and a spreadsheet to capture the Administrator Training Hours. It was unanimously voted to pursue the revision of the application form as soon as possible to avoid confusion and frustration among applicants.

Due to staffing and resource availability, the Department is not conducting an audit of Continuing Education Units (CEU). When the Board determines that proof of an individual's CEU is essential, it will request documentation for review and discussion.

7. ADJOURNMENT

On motion of Jean Costa, seconded by James Flanagan, it was unanimously voted to adjourn at 9:45 a.m.

Respectfully submitted by

Donna Valletta

Board Administrator